

Catawba County Emergency Medical Services Standard Operating Guidelines

Vehicle Maintenance

- Routine service and non-downtime maintenance
 - The crew taking the unit to Vehicle Maintenance will need to complete the top portion of the vehicle maintenance request and place it in the drivers seat or give it to the mechanic completing the work. Keys should be left in the lock-box after hours.
 - When the work is completed, the mechanic will fill out the bottom half and give it to a designated person at Vehicle Maintenance who will forward it to the supervisor tracking vehicle maintenance.
 - When an appointment time has been set, the Crew Chief and Shift Supervisor on duty is responsible for insuring that the vehicle meets the appointment.
 - The vehicle should be placed on the line outside Vehicle Maintenance the night before the scheduled appointment or at the earliest convenience.
- Break downs and Towing
 - During garage business hours the crew chief or supervisor should contact the garage and arrange for proper transportation of the unit.
 - On weekends, nights and holidays, the Shift Supervisor must page the on-call mechanic. If the unit is out of service, the crew will switch into the closest available spare. After moving into the spare, the Shift Supervisor should report to the other supervisory personnel that the spare unit is being used.
 - If the unit is out-of-county, the senior person on the unit must notify the Shift Supervisor by phone or relay the information to the Shift Supervisor through the communications center.
- When a unit is ready, the Shift Supervisor will be notified by Vehicle Maintenance to pick up the unit and return the spare to its assigned base.

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